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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Headquarters Regulation Regarding an Archives Program

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 7.

2. In early 1970, the Deputy Director for Support recommended to the Executive Director-Comptroller that a CIA Archives Program be established, that the responsibility for that program be assigned to the Chief, Historical Staff, and that the Agency reprogram resources to provide staffing for an archives program. Colonel White's response asked the Deputy Director for Support to assume leadership of the archives program. He also suggested that a draft regulation be prepared spelling out Agency policy on archives, and that it be coordinated with the directorates using the Agency Records Management Board as the coordinating vehicle.

3. Subsequently, our initial action was to include the basic program and minimal manpower requirements needed for an Archives Staff in our FY 1973-1977 Program Call (Tab A). The ten positions we requested (six in FY 1973 and four in FY 1974) were not approved. The Records Management Board members have coordinated on the attached draft regulation (Tab B) which spells out Agency policy and responsibilities for an archives program. This proposed regulation has not been processed for formal coordination through directorate command channels as I feel there is nothing to be gained by incorporating this program into the regulations if positions cannot be made available to perform the function.

4. Given the substantial personnel cuts imposed during FY 1971 and FY 1972 and the likelihood of more to come in FY 1973, I foresee no prospect for reprogramming from the Support Directorate the positions necessary to staff an Agency Archives Program. I am prepared to provide the Support Directorate pro rata share of these

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positions. The other directorates each should be required to provide a position to the Archives Staff and nominate a qualified officer to serve as Archivist for their directorate. I am convinced that it would be fanciful to expect this program to be administered as an adjunct or an "additional" duty of personnel currently assigned to directorate records or historical programs.

5. As we noted above, Colonel White suggested that the Archives function be placed under the leadership of the DDS. With all due respect to Colonel White, we now are even more convinced that the archives function to be effective should be placed in close association with the CIA Historical Staff in the Office of the DCI. The collateral interests and responsibilities of the two groups require close working relations, employing similar command channels with the directorates to achieve their respective objectives, including the paramount aim of preserving documents which reflect the history of CIA. The attached proposed archives regulation has been prepared specifying that the CIA Archivist reports to the Executive Director, and has the directorate archivists integral to the CIA Archives Staff, reporting to the CIA Archivist.

6. We envisage the entire Archives Staff as having offices

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[redacted]

7. I recommend that you approve the policy and organizational precepts contained in the attached proposed archives regulation, permitting us to initiate formal coordination of the regulation with the directorates. It is further recommended that you approve the staffing/position proposal contained in Tab C.

John W. Coffey
Deputy Director
for Support

Attachments

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CONCUR: [redacted] Date

Chief, CIA Historical Staff

The recommendations contained in paragraph 7 are approved:

W. E. Colby Date
Executive Director-Comptroller

DDS/SSS/LRF:rf (18 January 1972)

Distribution:
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